

TERMS OF REFERENCE

Position: Research Officer
Duration: Full time (One-year renewable contract)
Location: Accra
Start date: As soon as possible (ASAP)
Deadline: 13th December, 2020

About The Green Africa Youth Organisation (GAYO)

GAYO is a youth-led gender-balanced Non-Governmental Organization (NGO) which advocates for environmental sustainability and community development. Founded in 2014, GAYO is dedicated to raising awareness, educating and building the capacity of different stakeholders to adopt sustainable environmental practices that satisfy the needs of the present generation without compromising the ability of future generations to have a good quality of life. GAYO's work focuses on reducing the threats to human society which include but are not limited to the effects of climate change, disasters caused by natural hazards, and societal inequalities. As a result, GAYO's interventions intentionally target the vulnerable in society; children, youth and women. To achieve its objective, GAYO works with various institutions and multiple levels of governance (local, national, regional and global) to implement sustainable agriculture, circular economy and renewable energy activism interventions that provide green jobs and better environmental conditions for all.

Visit our website for more information: www.greenafricayouth.com

Position description

GAYO has identified the need for an organizational research function to spearhead our research and improve our research capacity. Under the supervision of the Executive Director, the Research Officer will conduct high-quality, sector-relevant applied research, focusing on climate change and adaptation-related themes. S/he will support all research needs within the organization by employing contemporary research frameworks and implementing easy-to-understand data analysis and research tools. The Research Officer will be in charge of conceptualizing and designing research projects of GAYO, as well as research management and coordination. S/he will be in charge of providing technical guidance related to planning research projects for the organization, and will ensure effective linkage of our research with international environmental sustainability and climate change themes. As part of the role functions, the Research Officer will lead the writing of research papers, reports, briefs and policy recommendations for circulation.

The Research Officer will coordinate with other functions within the organisation to ensure smooth and successful delivery of its functions. The core responsibilities of the role are listed below, however, other additional duties may be required based on organisational need.

Responsibilities

1. Identify organizational research needs and map sector-related research gaps
2. Design research methodologies and frameworks
3. Conduct qualitative and quantitative research being conscious of ethical considerations
4. Deliver publications, policy briefs and op-ed articles under GAYO thematic areas
5. Establish research coherence with sector-related conventions and institutions (Sendai Framework, SDGs, Paris Agreement, Biodiversity convention, UNCCD, IPEN, SAICM)
6. Stakeholder engagement - Establish strong relationships with sector-related research professionals and institutions
7. Identify and represent GAYO at all related research and knowledge-related events
8. Identify and apply for research grants/opportunities within GAYO's areas of work
9. Support the M&E function of the organization
10. Manage research interns
11. Perform other related duties as needed by the organization

Qualification and Experience

1. A Master's or Bachelor's degree in a relevant discipline (required)
2. 1-2 years of research experience required

Required competencies

1. Basic research skills (especially in qualitative research, research coordination, or other related research areas)
2. Prior experience designing research methodologies
3. Prior experience producing research papers, report, briefs or other related research output materials
4. Good project management skills
5. Ability to work with minimal supervision
6. Ability to be a creative problem solver as part of a dedicated team

Desirable competencies

1. Active knowledge of key international institutions and issues related to climate change and environmental sustainability
2. Excellent IT skills

Skills

1. Strong analytical and writing skills: proven ability to extract key messages and synthesize research findings
2. Strong organizational and planning skills
3. Excellent verbal and written English-language skills
3. Impressive ability to work with a team located in different geographies
4. A strong ability to prioritize and work with strict deadlines

Terms and Conditions

1. The position will officially start from **01 January 2021** and is planned to be renewable
2. A 3-month probation period
3. Salary of **1,800 – 2,500 GHS per month**
4. The final salary is to be determined based on the chosen applicant's relevant experience
5. Working hours: 40 per week (full time)
6. Paid leave: 24 days per year (full time)
7. Working language: English

How to apply

1. Please apply via email to info@greenafricayouth.com with 'Research Officer - GAYO' as the subject line;
2. Your application package which should consist of: one-page cover letter stating your interest in the role and highlighting your relevant experience(s) to the role, recent CV, a sample research paper, report or policy brief you have produced, all these merged into one single pdf. Not more than 5 MB in size;
3. Indicate the possible start date in your application.

Equal Opportunity and Employment Policy

GAYOs' hiring policy is geared to ensure that the organization hires employees without regard to their race, colour, religion, tribe, citizenship, age, gender, marital status, socio-economic

background or sexual orientation. GAYO's policy is that applicants for employment and career progression are considered solely on the basis of their relevant qualifications and competencies.

Please note that applications received after the deadline cannot be considered.

GAYO shall only contact applicants shortlisted for this position. If you do not receive any feedback from GAYO by 15th December, it means you were not successful for this particular position, however, we would recommend regularly checking our website or social media channels for opportunities we continually make available. Thank you.

Application Deadline: 13th December 2020

Service to Nature